**Meeting Plan for <insert date here>. Harcourt Hotel @ 7pm**

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**FIRST HALF – TOPICS SESSION** *Start Time: 7.00pm*

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|  |
| --- |
|  **WORD OF THE DAY** |

**Toastmaster**

**General Evaluator**

**Topics master**

**Timer**

**Grammarian**

**Ah-counter**

**Poetmaster/open mic**

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**SECOND HALF – PREPARED SPEECH** *Start Time: 8pm*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Speaker** | **Speech Title** | **Evaluator** | **Time** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Meeting finishes 9pm approx. All welcome to meet in the bar afterwards for drinks***

***Members Sign-off roles in CC, CL & Advanced Manuals by any Committee Member***

**Next Meeting: <Insert Date here>, Harcourt Hotel**